

Village Administrator – Village of East Aurora, New York

The Village of East Aurora is seeking a dynamic and forward-thinking Village Administrator to help lead a community that values its small-town character while embracing smart, proactive governance and a vibrant Main Street.

Working closely with the Mayor and Board of Trustees, the Village Administrator will oversee the day-to-day operations of a full-service municipal government with a budget of over \$11 million and more than 50 employees. Departments include administration, public works, police services, and coordination with volunteer fire protection services.

This is an opportunity to play a key leadership role in a community committed to improving communication, strengthening services, and planning for the future.

The successful candidate will:

- Demonstrate integrity, sound judgment, and a strong commitment to public service
- Be proactive, solutions-oriented, and able to move initiatives forward effectively
- Possess excellent communication, organizational, and managerial skills
- Build and maintain strong relationships with residents, businesses, and regional partners
- Support transparent, accessible, and responsive local government

Experience with contract negotiation, grant writing, and intergovernmental coordination is a plus.

Compensation:

Salary range \$70k to \$95k commensurate with experience and qualifications, with a comprehensive benefits package.

Application Process:

Position is open until filled. Submit resume and references to:

Mayor-Elect Luke Wochensky

Email: LWochensky@townofaurorany.gov

and

Maureen Jerackas

Email: maureen.jerackas@east-aurora.ny.us

Title your e-mail: Village Administrator – {your name}